

POSITION: Warehouse Foreman
ORGANIZATION: Hopewell Center **DIVISION:** Industrial Workshop
STATUS: Full-Time **FLSA STATUS:** Non-Exempt
WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Prepares and maintains proper documentation of deliveries from various contracted customers, operates fork lift and/or loads and unloads materials and finished goods; Assures efficient distribution of supplies and materials within the Work Center, and assists with set-up operations, accordingly;
Maintains inventory of all supplies;
Provides material-handling activities as necessary to bring materials from the warehouse or prepare finished goods for shipping;
Assists with implementation of quality control measures for all products, checks quality control tags to determine movement of materials to warehouse, and assists with final inspection;
Operates assigned truck to pick up and deliver materials and supplies, prepares and maintains mileage records as required;
Inspects equipment and trucks for proper fluid levels, tire pressure, and mechanical functions, performs minor repairs and maintenance as needed; recommends repair of broken equipment and assures compliance with all safety rules and regulations;
Conducts Agency parcel shipping and receiving activities, assuring proper distribution of materials; signs off on behalf of Agency accepting shipments of goods;
Maintains communication with agency staff and customers for the proper delivery and receipt of goods and services;
Assists in coordination of production activities in absence of Production Coordinator;
Attends staff meetings and prescribed inservice training programs as needed.

REQUIREMENTS

Must possess high school diploma or its equivalence;
Working knowledge of the proper operation and maintenance of assigned equipment and trucks, with ability to perform minor maintenance and repairs;
Knowledge of practical safety guidelines and rules for working in or around heavy equipment, trucks, and traffic.
Knowledge of geographic locations and ability to read maps;
Knowledge of standard English grammar, spelling, and punctuation, with ability to maintain mileage and shipping and receiving records, and perform arithmetic calculations;
Ability to follow verbal or written instructions;
Ability to follow all personnel policies and rules of the organization.
Ability to maintain confidentiality;
Ability to effectively communicate with agency staff, customers, and consumers, with ability to provide assistance to clients to promote their independence;
Ability to work alone and with others in a team environment under minimal supervision;

Ability to assist in the coordination of production activities in absence of Production Coordinator;
Ability to attend staff meetings and prescribed inservice training programs as needed.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and Chauffeur's License and demonstrated safe driving record;
Ability to obtain and maintain certification in First Aid and CPR; Ability to become certified forklift operator and receive proper training in non-violent crisis intervention.